

**SIGN INVENTORY SHEET
CITY OF SEATAC**

Business Name : _____

Business Address: _____

EXISTING Signs on Property:

☐ **Number of Existing Pole/Freestanding Signs :** _____ **One** _____ **Two** _____ **Three** _____ **Four**

- **Show on the New Business License Review Site Plan the location of the existing sign, or signs, and how many feet from the property line the sign is located. THE BUSINESS LICENSE APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL THIS SIGN INFORMATION IS PROVIDED TO THE CITY.**

☐ **Pole Sign #1 Height** _____ **(ground to top)** **Sign Face Size** _____ **(width)** _____ **(length)**

- **What is the Wording on the Existing Sign:** _____
_____ **Dist. From Property**

Line _____ **ft.**

☐ **Pole Sign #2 Height** _____ **(ground to top)** **Sign Face Size :** _____ **(width)** _____ **(length)**

- **What is the Wording on the Existing**

Sign: _____
_____ **Dist. From Property**

Line _____ **ft.**

☐ **Wall Sign #1 Face Size** _____ **(width)** _____ **(length)** _____ **(sq. ft.)** **Show location on building.**

☐ **Wall Sign #2 Face Size** _____ **(width)** _____ **(length)** _____ **(sq. ft.)** **Show location on building.**

☐ **Building Wall Area for sign** _____ **(width)** _____ **(length)** _____ **(sq. ft.)**

PROPOSED Signs on Property: (Complete only if a NEW SIGN is to be installed for the business)

☐ **Pole Sign #1 Height** _____ **(ground to top)** **Sign Face Size** _____ **(width)** _____ **(length)**

What is the Wording on the New

Sign: _____
_____ **Dist. From Property**

Line _____ **ft.**

☐ **Wall Sign #1 Face Size** _____ **(width)** _____ **(length)** _____ **(sq. ft.)** **Show location on building.**

What is the Wording on the New

Sign: _____

☐ **Building Wall Area for sign** _____ **(width)** _____ **(length)** _____ **(sq. ft.)**

OTHER Signs: (Monument, Directional, entrance-exit, neon etc.) _____

I, _____, Property Owner _____, Lessee _____, Business Owner _____, Business Mgr. _____, do affirm

that the above information is true and factual to the best of my knowledge. I further understand that nay future change in signage, or sign wording, requires submission of a new Sign Inventory Sheet and new sign permits.

Signature :_____

Date:_____, 200_

Effective 10/01/01